



Planning Department
215 South 4th Street, Suite F
Hamilton, MT 59840
Phone 406-375-6530
Fax 406-375-6531

Fee: \$200.00

Meeting Information (to be filled out by staff): – Date: _____ Time: _____ Planner: _____

SUBDIVISION PRE-APPLICATION CONFERENCE FORM

Please fill out the following information and provide the requested maps. Once we receive and review this information, a planner will contact you to schedule a pre-application conference. *Please keep a copy for your file because any information and maps provided will be retained by the Planning Department for our files.*

1. Property Owner

Name: _____

Mailing Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

2. Subdivider/Applicant

Name: _____

Mailing Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

3. Subdivider's Representative (Surveyor, Engineer, etc.)

Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____ Email Address: _____

4. Who should be contacted to schedule the pre-application conference: Applicant Representative

5. Proposal

Project Title: _____

Type of Subdivision: ___ First Minor ___ Subsequent Minor **or** ___ Major

Lots or Units: ___ Subdivision to create lots **and/or** ___ Subdivision for Lease or Rent (create additional home sites, mobile home park or RV park, etc.)

Proposed Number of Lots or Units: _____ lots/units (circle one)

Proposed Uses: ___ Single Family Residential ___ Multifamily Residential ___ Condominium
 ___ Mobile Home Park ___ Recreational Vehicle Park ___ Commercial ___ Industrial
 ___ Other (explain) _____

6. Property Information

Legal Description: Subdivision Name: _____ Block _____ Lot _____ **or**

Tract: _____, COS #: _____, **or** Book _____ Pg. _____ Deeds **in** Section: _____ Township: _____ Range: _____

GeoCode: _____ - _____ - _____ - _____ - _____ Parcel #/Tax Id. _____

Physical Address: _____

Property size (acres): _____ Fire District: _____ School District: _____

Sewer District: _____

Are there existing zoning and/or covenants in effect? ____Yes ____No If yes, list and provide copies.

Current uses/structures on the property: _____

Are there irrigation water rights? ____Yes ____No From which district? _____

7. Attachments

____ Vicinity map (minimum 8½" x 11") showing the subject property, surrounding area, labels for access roads, nearby creeks and streams, municipal boundaries, and airports, as applicable. (Available from the Planning Department at no cost when a GeoCode or parcel number is provided)

____ Copies of any existing zoning, covenants, deed restrictions, existing easements and rights-of-way, and/or conservation easements in effect (available at the Clerk and Recorder's Office, copy charges will apply)

____ Documentation of the history of the tract (for first minor subdivisions)

____ Evidence of legal and physical access

____ Legal status of any road(s) providing access to the subdivision

____ A list of potential variances that may be needed

____ Concept plat/plan, including the following information, as applicable (a copy of an existing plat may be obtained at the Clerk and Recorder's Office, copy charges will apply): *Approximations are adequate.*

____ Minimum size 18" x 24"

____ Project name

____ Developer and landowner name(s)

____ Preparation date

____ Name of preparer

____ North arrow

____ Property boundaries

____ Acreage of parcel

____ Proposed lot lines or home sites (if known)

____ No-build/alteration zones, if proposed

____ Non ingress/egress zones, if proposed

____ Approximate locations of existing utilities, including water, wastewater, electric, telephone (label as overhead or buried)

____ Approximate road and driveway locations for the proposed subdivision

Also provide general information on the location of the features below on the concept plat/plan, when on the site or within 300 feet of the property. *Approximations are adequate.*

____ Wetlands

____ Woodlands

____ Wildlife habitat

____ High-pressure gas lines (include diameter of the line)

____ Irrigation ditches, pipelines, canals, and diversion points

____ Floodplains

____ Environmentally sensitive features (e.g. steep slopes, rock outcroppings, unnamed drainages, gullies/swales)

____ Water resources (rivers, streams, ponds, etc.)

____ Approximate locations of building footprints for nearby structures

____ Approximate locations of driveways and roads